



Shepherd of the Hills follows Roberts Rules of Order for Parliamentary Procedures in accordance with our bylaw C10.06.02a. In order to maintain order and give space for all to engage in our annual meeting on a virtual platform this year we will also be using these “Rules of Procedure.”

Rules of Procedure for Shepherd of the Hills Virtual Annual Meeting 2021

- All voting member should have their OWN Zoom meeting log in as opposed to a household log in, be that via phone call or video call. This is important for voting.
- Upon entering the Zoom meeting you will be asked to change your name to first and last name so you can easily be identified and recorded as present.
- Members are encouraged to use video and may wish to use a virtual background or blur their background for privacy purposes.
- Microphones should be muted unless a person is speaking or presenting.
- The conversation or chat window is to be used only by the chair and other designated individuals to make announcements or reminders. Members are not to submit any comments or questions in this space.
- Obtaining the Floor: Voting members may indicate their intention to speak by using the “Raise your hand” feature in [electronic platform]. Once a voting member has been called upon, the member should click on “Lower your hand.” The conversation or chat window is not to be used for comments or questions during the meeting.
- Questions of Privilege: Questions of privilege that relate to the body as a whole may be raised in the course of the meeting by using the “Raise your hand” feature. These would include such concerns as technical issues or emergencies of various sorts. Questions of personal privilege that are not urgent and do not relate to the body as a whole are out of order. Requests for time for questions of personal privilege (e.g., personal announcements, comments on matters not on the agenda, reflections on the meaning of votes after they are taken) must be submitted electronically to [email address]. The chair may allow such matters to be addressed at a later time.
- Voting Procedures:
 - Voting normally will take place using the “Raise your hand” feature of [electronic platform]. Members should not click on “Lower your hand” until the chair has indicated that they may do so. As directed by the chair, voting may also take place through a poll or by submitting an individual email vote to a designated person.
 - Submitting an individual email or phone call will be permitted by those who are calling in without the ability to join Zoom via internet browser or phone/tablet app
 - Polling will take place for situations where written ballots are required in accordance with our bylaws.